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PAYING A CSO DOC TYPE

Step 1: After logging on to MAPS Procurement, click on **FILE, THREE WAY MATCH, INVOICES, INVOICE**. Click on **MODIFY, CLEAR** to erase the data in all fields.

Step 2: To create the invoice header, complete the following fields:

FIELD	VALUE
Order Number	The "order number" assigned by MAPS when you created your Central Stores purchase order using the CSO document type.
Vendor Invoice Number	6-digit numeric invoice number appearing on Central Stores invoice. Please <i>do not</i> enter any other information/comments in this field.
Inv. Date	Enter invoice date.
Inv Rcvd Date	Enter date invoice was received.
Received By	Enter your name and phone number.
Receivable Allocation	Enter N.
Quantity/Price Variance	Click on the box (an "x" will appear).
Amount of Invoice	The amount in the "Total Amount Due" field on the invoice.

Step 3: Click on **MODIFY, ADD**.

Step 4: Review options one and 2 below and follow the appropriate option for invoice.

- Option 1: **If invoice is for "full" delivery and "all quantities and prices" match the purchase order**, complete the following fields:

Delivery	Click on Final radio button.
Status Code	Enter 630 .

- Option 2: **If invoice is for partial delivery or if quantities or prices do not match the purchase order**, go to Step 5.

Step 5: To create or review the invoice line(s), hold down the **RIGHT MOUSE** button, highlight **(OLIN) THREE WAY MATCH INVOICE LINES** and release **RIGHT MOUSE** button.

Step 6: Click on line number 00001. Review description on line 00001 and locate this item on invoice.

Either scroll or tab to the right until "Quantity order" and "Quantity invoice" fields for line 00001 are in view. Tab to or click on "**Quantity invoice**" field and enter quantity shown on Central Stores invoice. Next, review options 1 and 2 below and follow appropriate one.

- Option 1: If item quantity on invoice and purchase order match, compare the "**net price**" for item on **invoice** to "**extended amount**" for item on **purchase order**.

If price is the same, click on **MODIFY, CHANGE**.

If price is different, subtract the "**extended amount**" on the purchase order from the "**net price**" on invoice and enter the "negative" or "positive" difference in the "**Adjust amount**" field on line 00001. If difference is a negative number, enter a minus (-) sign and then the number. Click on **MODIFY, CHANGE**.

- Option 2: If item quantity on invoice and purchase order are different, compare the "**unit price**" for item on **invoice** to "**unit price**" for item on **purchase order**.

If price is the same, click on **MODIFY, CHANGE**.

If price is different, multiply the quantity invoiced by the "**unit price**" on purchase order. Subtract this total from the "**net price**" for the item on invoice and enter the "negative" or "positive" difference in the "**Adjust amount**" field. If difference is a negative number, enter a minus (-) sign and then enter the number. Click on **MODIFY, CHANGE**.

Repeat above process for each additional line shown on invoice. To retrieve line numbers 00003 and 00004, click on **DISPLAY, MORE ENTRIES**. Repeat this same process to retrieve line numbers 00005 and 00006, etc.

Note: If the price changed on more than one item, you may calculate the change for the entire invoice and record the positive or negative difference in the "Adjust amount" field on any line where the adjustment will not exceed the extended amount shown on the purchase order and the quantity/price variance allowed by your agency. The maximum variance allowed by MAPS is 99% or \$10,000 (whichever is less). Remember to click on **MODIFY, CHANGE** whenever you add data to a line.

Note: If you need assistance in processing a credit memo adjustment noted on the invoice, call Central Stores at 296-2111.

Step 7: Hold down your **RIGHT MOUSE** button, highlight **(OINV)THREE WAY MATCH INVOICE**, and release the **RIGHT MOUSE** button.

Step 8: Determine if the invoice is for partial delivery or full/final delivery.

- If partial deliver, click **Partial** radio button (system defaults to partial).
- If full or final delivery, click on **Final** radio button.

Step 9: Compare the amount shown in the "Total adj lines" field with the amount shown in the "Amount of Invoice" field.

- If they are the same, change status code to **640** and click on **MODIFY, CHANGE**. If successful, the system defaults to status code 641. Then go to Step 10.
- If they are different, go to Step 4 and review **(OLIN) THREE WAY MATCH INVOICE LINES** and make necessary corrections. Then complete Steps 6 - 8.

Step 10: To authorize payment, hold down your **RIGHT MOUSE** button, highlight **(OPAY) THREE WAY MATCH PAYMENTS**, and release the **RIGHT MOUSE** button. (Note: This screen will be populated with information entered on **THREE WAY MATCH INVOICE** screen.)

Step 11: Complete the following fields:

Authorization	Enter your authorization code.
Approve Payment	Click on box (an "x" will appear).
Sched pay date	Enter a date that is no more than 5 days after receipt date of invoice or current date, whichever is later.

Step 12: Click on **MODIFY, CHANGE**, if successful, a number will appear in "voucher no" field.

Step 13: To post payment, change status code to **635** and click on **MODIFY, CHANGE**. If successful, the system defaults to status 636.

Note: If "failed accounting" (code 637) error message appears, hold down **RIGHT MOUSE** button, highlight **(OPAG) THREE WAY MATCH PAYMENTS ACCOUNTING DISTRIBUTION**, and release **RIGHT MOUSE** button. The **reason code** field will provide information on why it failed accounting. After resolving the accounting problem, repeat Step 13.



Last revised on 2/26/96.

PAYING A CSO DOC TYPE

Step 1: After logging on to MAPS Procurement, click on **FILE, THREE WAY MATCH, INVOICES, INVOICE**. Click on **MODIFY, CLEAR** to erase the data in all fields.

Step 2: To create the invoice header, complete the following fields:

FIELD	VALUE
Order Number	The "order number" assigned by MAPS when you created your Central Stores purchase order using the CSO document type.
Vendor Invoice Number	6-digit numeric invoice number appearing on Central Stores invoice. Please <i>do not</i> enter any other information/comments in this field.
Inv. Date	Enter invoice date.
Inv Rcvd Date	Enter date invoice was received.
Received By	Enter your name and phone number.
Receivable Allocation	Enter N.
Quantity/Price Variance	Click on the box (an "x" will appear).
Amount of Invoice	The amount in the "Total Amount Due" field on the invoice.

Step 3: Click on **MODIFY, ADD**.

Step 4: Review options one and 2 below and follow the appropriate option for invoice.

- Option 1: If invoice is for "full" delivery and "all quantities and prices" match the purchase order, complete the following fields:

Delivery	Click on Final radio button.
Status Code	Enter 630 .

- Option 2: If invoice is for partial delivery or if quantities or prices do not match the purchase order, go to Step 5.

Step 5: To create or review the invoice line(s), hold down the **RIGHT MOUSE** button, highlight **(OLIN) THREE WAY MATCH INVOICE LINES** and release **RIGHT MOUSE** button.

Step 6: Click on line number 00001. Review description on line 00001 and locate this item on invoice.

Either scroll or tab to the right until "Quantity order" and "Quantity invoice" fields for line 00001 are in view. Tab to or click on "**Quantity invoice**" field and enter quantity shown on Central Stores invoice. Next, review options 1 and 2 below and follow appropriate one.

- Option 1: If item quantity on invoice and purchase order match, compare the "**net price**" for item on **invoice** to "**extended amount**" for item on **purchase order**.

If price is the same, click on **MODIFY, CHANGE**.

If price is different, subtract the "**extended amount**" on the purchase order from the "**net price**" on invoice and enter the "negative" or "positive" difference in the "**Adjust amount**" field on line 00001. If difference is a negative number, enter a minus (-) sign and then the number. Click on **MODIFY, CHANGE**.

- Option 2: If item quantity on invoice and purchase order are different, compare the "**unit price**" for item on **invoice** to "**unit price**" for item on **purchase order**.

If price is the same, click on **MODIFY, CHANGE**.

If price is different, multiply the quantity invoiced by the "**unit price**" on purchase order. Subtract this total from the "**net price**" for the item on invoice and enter the "negative" or "positive" difference in the "**Adjust amount**" field. If difference is a negative number, enter a minus (-) sign and then enter the number. Click on **MODIFY, CHANGE**.

Repeat above process for each additional line shown on invoice. To retrieve line numbers 00003 and 00004, click on **DISPLAY, MORE ENTRIES**. Repeat this same process to retrieve line numbers 00005 and 00006, etc.

Note: If the price changed on more than one item, you may calculate the change for the entire invoice and record the positive or negative difference in the "Adjust amount" field on any line where the adjustment will not exceed the extended amount shown on the purchase order and the quantity/price variance allowed by your agency. The maximum variance allowed by MAPS is 50% or \$1,500 (whichever is less). Remember to click on **MODIFY, CHANGE** whenever you add data to a line.

Note: If you need assistance in processing a credit memo adjustment noted on the invoice, call Central Stores at 296-2111.

Step 7: Hold down your **RIGHT MOUSE** button, highlight (OINV) **THREE WAY MATCH INVOICE**, and release the **RIGHT MOUSE** button.

Step 8: Determine if the invoice is for partial delivery or full/final delivery.

- If partial deliver, click **Partial** radio button (system defaults to partial).
- If full or final delivery, click on **Final** radio button.

Step 9: Compare the amount shown in the "Total adj lines" field with the amount shown in the "Amount of Invoice" field.

- **If they are the same**, change status code to **640** and click on **MODIFY, CHANGE**. If successful, the system defaults to status code 641. Then go to Step 10.
- **If they are different**, go to Step 4 and review **(OLIN) THREE WAY MATCH INVOICE LINES** and make necessary corrections. Then complete Steps 6 - 8.

Step 10: To authorize payment, hold down your **RIGHT MOUSE** button, highlight **(OPAY) THREE WAY MATCH PAYMENTS**, and release the **RIGHT MOUSE** button. (Note: This screen will be populated with information entered on **THREE WAY MATCH INVOICE** screen.)

Step 11: Complete the following fields:

Authorization	Enter your authorization code.
Approve Payment	Click on box (an "x" will appear).
Sched pay date	Enter a date that is no more than 5 days after receipt date of invoice or current date, whichever is later.

Step 12: Click on **MODIFY, CHANGE**.

Step 13: To post payment, change status code to **635** and click on **MODIFY, CHANGE**. If successful, the system defaults to status 636. If successful, a number will appear in "voucher no" field.

Note: If "failed accounting" (code 637) error message appears, hold down **RIGHT MOUSE** button, highlight **(OPAG) THREE WAY MATCH PAYMENTS ACCOUNTING DISTRIBUTION**, and release **RIGHT MOUSE** button. The **reason code** field will provide information on why it failed accounting. After resolving the accounting problem, repeat Step 13.



Last revised on 7/17/97.

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Received By	Enter your name and phone number.
Receivable Allocation	Enter N.
Quantity/Price Variance	Click on the box (an "x" will appear).
Amount of Invoice	The amount in the "Total Amount Due" field on the invoice.

Step 3: Click on **MODIFY, ADD**.

Step 4: Review options one and 2 below and follow the appropriate option for invoice.

- Option 1: If invoice is for "full" delivery and "all quantities and prices" match the purchase order, complete the following fields:

Delivery	Click on Final radio button.
Status Code	Enter 630 .

- Option 2: If invoice is for partial delivery or if quantities or prices do not match the purchase order, go to Step 5.

Step 5: To create or review the invoice line(s), hold down the **RIGHT MOUSE** button, highlight **(OLIN) THREE WAY MATCH INVOICE LINES** and release **RIGHT MOUSE** button.

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- Option 1: If item quantity on invoice and purchase order match, compare the "**net price**" for item on **invoice** to "**extended amount**" for item on **purchase order**.

If price is the same, click on **MODIFY, CHANGE**.

If price is different, subtract the "**extended amount**" on the purchase order from the "**net price**" on invoice and enter the "negative" or "positive" difference in the "**Adjust amount**" field on line 00001. If difference is a negative number, enter a minus (-) sign and then the number. Click on **MODIFY, CHANGE**.

- Option 2: If item quantity on invoice and purchase order are different, compare the "**unit price**" for item on **invoice** to "**unit price**" for item on **purchase order**.

If price is the same, click on **MODIFY, CHANGE**.

If price is different, multiply the quantity invoiced by the "**unit price**" on purchase order. Subtract this total from the "**net price**" for the item on invoice and enter the "negative" or "positive" difference in the "**Adjust amount**" field. If difference is a negative number, enter a minus (-) sign and then enter the number. Click on **MODIFY, CHANGE**.

Repeat above process for each additional line shown on invoice. To retrieve line numbers 00003 and 00004, click on **DISPLAY, MORE ENTRIES**. Repeat this same process to retrieve line numbers 00005 and 00006, etc.

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Step 10: To authorize payment, hold down your **RIGHT MOUSE** button, highlight **(OPAY) THREE WAY MATCH PAYMENTS**, and release the **RIGHT MOUSE** button. (Note: This screen will be populated with information entered on **THREE WAY MATCH INVOICE** screen.)

Step 11: Complete the following fields:

Authorization	Enter your authorization code.
Approve Payment	Click on box (an "x" will appear).
Sched pay date	Enter a date that is no more than 5 days after receipt date of invoice or current date, whichever is later.

Step 12: Click on **MODIFY, CHANGE**, if successful, a number will appear in "voucher no" field.

Step 13: To post payment, change status code to **635** and click on **MODIFY, CHANGE**. If successful, the system defaults to status 636.

Note: If "failed accounting" (code 637) error message appears, hold down **RIGHT MOUSE** button, highlight **(OPAG) THREE WAY MATCH PAYMENTS ACCOUNTING DISTRIBUTION**, and release **RIGHT MOUSE** button. The **reason code** field will provide information on why it failed accounting. After resolving the accounting problem, repeat Step 13.



Last revised on 2/26/96.